UNITED
NATIONS

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Secretariat

ST/IC/1997/5
14 January 1997

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes promotions approved in December 1996.

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Annex

PLACEMENT AND PROMOTION

1 December to 31 December 1996

Name	Gender	Releasing department/ office	Receiving department/ office	Post level	Post number
PROMOTION					
Chabra, Sunita	F	DPI	DPI	G-6	UNA-31768-E-OL-006
Francisco, Winifred	F	DAM/OCSS	DAM/OCSS	G-6	UNA-41744-E-OL-053
Hoopengardner, Lucy	F	DAM/OHRM	DAM/OHRM	G-6	OJA-41845-T-OL-002
Miller, Joan	F	DAM	DAM	G-6	UNA-41118-E-OL-001
Afeworki, Abrihet	F	DAM/OCSS	DAM/OCSS	G-7	UNA-41801-E-PL-005

UNITED
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Secretariat

ST/IC/1997/6
14 January 1997

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: POST ADJUSTMENT MULTIPLIER FOR NEW YORK*

1. In information circular ST/IC/1997/2 of 7 January 1997, staff members were informed that, upon implementation of the revised base salary scale effective 1 January 1997, revised post adjustment indices and multipliers would be established by the International Civil Service Commission (ICSC) for all duty stations. Changes in post adjustment multipliers due after 1 January 1997 will be effected on the basis of the movement of the newly consolidated post adjustment indices.

2. In accordance with the above-mentioned procedure, ICSC has determined that post adjustment multiplier 44.4 should apply for staff in the Professional category and above serving in New York with effect from 1 January 1997. Consequently, effective 1 January 1997, the post adjustment multiplier for New York is being revised from 52 to 44.4.

3. The annual amounts of post adjustment at multiplier 44.4 for each salary level and step are shown in the annex to the present circular.

4. The implementation of the revised post adjustment multiplier will be reflected in the end of January 1997 payroll.

* Personnel Manual index No. 3180.

97-01008 (E) 210197

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Annex

POST ADJUSTMENT MULTIPLIER 44.4

Effective 1 January 1997

(in United States dollars)

S T E P S

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Net D	43982.20														
	Net S	39546.64														
Assistant-Secretary-General																
ASG	Net D	40339.62														
	Net S	36516.78														
Director																
D-2	Net D	33758.65	34417.10	35075.11	35733.12	36391.57	37050.02									
	Net S	31001.86	31573.73	32138.50	32685.50	33232.96	33780.85									
Principal Officer																
D-1	Net D	30285.24	30848.68	31412.56	31975.10	32538.98	33102.86	33666.30	34230.18	34793.62						
	Net S	27985.32	28474.61	28964.34	29453.18	29942.92	30432.20	30921.94	31411.67	31900.96						
Senior Officer																
P-5	Net D	27123.96	27634.12	28143.83	28653.98	29164.14	29673.85	30184.01	30694.16	31203.43	31713.59	32223.74	32733.46	33243.61		
	Net S	25158.82	25621.91	26084.56	26547.20	27009.85	27454.30	27897.41	28340.08	28782.74	29225.86	29668.97	30111.64	30554.75		
First Officer																
P-4	Net D	22909.07	23406.79	23904.07	24400.91	24898.63	25395.91	25893.19	26390.47	26888.20	27385.03	27881.87	28380.48	28877.32	29374.60	29872.32
	Net S	21320.44	21775.54	22230.19	22684.85	23140.39	23591.05	24042.16	24493.70	24944.81	25395.91	25846.57	26299.01	26749.67	27194.56	27626.57
Second Officer																
P-3	Net D	19236.74	19703.83	20171.36	20638.01	21105.54	21572.63	22039.72	22507.25	22974.34	23441.87	23908.96	24376.04	24843.13	25310.22	25777.75
	Net S	17946.04	18375.83	18806.06	19235.41	19665.65	20095.44	20525.23	20952.80	21379.93	21807.50	22235.08	22662.20	23089.33	23513.35	23937.82
Associate Officer																
P-2	Net D	15948.92	16367.62	16784.98	17202.78	17620.58	18038.39	18456.19	18874.00	19292.24	19709.60	20127.41	20545.66			
	Net S	14963.24	15342.86	15721.15	16099.88	16478.17	16856.90	17236.08	17614.37	17997.10	18381.16	18765.66	19150.61			
Assistant Officer																
P-1	Net D	12625.14	13027.40	13428.78	13830.60	14231.98	14633.35	15035.62	15436.99	15837.92	16239.74					
	Net S	11910.30	12280.15	12648.67	13017.64	13386.16	13754.68	14124.08	14492.60	14861.12	15227.42					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

UNITED
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Secretariat

ST/IC/1997/7
14 January 1997

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE AND FOR STAFF IN THE FIELD SERVICE CATEGORY*

1. It will be recalled that, by its resolution 48/225 of 23 December 1993, the General Assembly requested the International Civil Service Commission (ICSC), in close cooperation with the United Nations Joint Staff Pension Board and as part of the comprehensive review in 1996 of the methodology, to determine the pensionable remuneration and consequent pensions of staff in the Professional category and above, to develop a common staff assessment scale for the determination of the pensionable remuneration of all categories of staff using the approved procedure and reflecting the latest available tax rates.

2. ICSC, in its twenty-second annual report,[1] decided to recommend to the General Assembly a common scale of staff assessment in determining the pensionable remuneration for all categories of staff. This was subsequently approved by the General Assembly in its resolution 51/216, section III, of 18 December 1996, with effect from 1 January 1997.

3. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional category and above provides for this scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional category and above in New York are adjusted. The scale of pensionable remuneration for the above-mentioned categories, in accordance with the provisions of article 54 (b) of the Regulations of the United Nations Joint Staff Pension Fund, must be adjusted

* Personnel Manual index No. 3300.

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with the same effective date and by the same percentage as the net remuneration increase.

4. In accordance with the procedure described in paragraph 3 above, the Chairman of ICSC has promulgated the consequent new scale of pensionable remuneration applicable to staff in the Professional category and above, effective 1 January 1997, taking into account the consolidation, on a no-gain no-loss basis, of 5.26 multiplier points into net base salaries in effect under the previous base salary scale, which became effective 1 March 1995 and the additional increase of 0.4 per cent in base pay (as announced in information circular ST/IC/1997/2 dated 7 January 1997) and the new common staff assessment scale. The revised scale is reproduced in annex I to the present circular.

5. Following the same procedure mentioned above, the pensionable remuneration amounts for staff in the Field Service category will also be revised effective 1 January 1997. The revised scale is set out in annex II to the present circular.

6. The January 1997 statements of earnings and deductions will reflect the changes in the monthly pension contributions resulting from the revised scales of pensionable remuneration contained in annexes I and II to the present circular.

Notes

[1] Official Records of the General Assembly, Fifty-first Session, Supplement No. 30 (A/51/30).

Annex I

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

Effective 1 January 1997

(In United States dollars)

	Steps														
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG	178 179														
Assistant Secretary-General															
ASG	161 876														
Director															
D-2	114 605	137 664	140 723	143 779	146 816	149 897									
Principal Officer															
D-1	119 218	121 663	124 107	126 547	128 992	131 519	134 177	136 797	139 413						
Senior Officer															
P-5	105 510	107 722	109 934	112 146	114 358	116 567	118 779	120 991	123 201	125 413	127 625	129 842	132 112		
First Officer															
P-4	87 233	89 192	91 547	93 702	95 961	98 016	100 173	102 330	104 487	106 642	108 747	110 959	113 115	115 270	117 428
Second Officer															
P-3	72 604	74 457	76 311	78 162	80 015	81 869	83 721	85 576	87 516	89 544	91 569	93 595	95 622	97 645	99 671
Associate Officer															
P-2	59 564	61 224	62 880	64 538	66 194	67 852	69 509	71 165	72 825	74 481	76 137	77 796			
Assistant Officer															
P-1	46 382	47 978	49 569	51 163	52 755	54 345	55 942	57 533	59 125	60 719					

Annex II

PENSIONABLE REMUNERATION FOR STAFF IN THE FIELD SERVICE CATEGORY

Effective 1 January 1997

(In United States dollars)

	Steps														
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	86 638	88 914	91 192	93 464	95 739	98 017	100 295	102 569	104 846	107 120	109 398	111 677			
FS-6	73 082	75 021	76 963	78 898	80 837	82 778	84 718	86 675	88 791	90 911	93 032	95 150			
FS-5	62 912	64 564	66 219	67 873	69 530	71 183	72 839	74 492	76 149	77 803	79 458	81 112	82 767		
FS-4	55 185	56 562	57 932	59 306	60 679	62 051	63 423	64 800	66 172	67 545	68 917	70 289	71 664	73 038	74 411
FS-3	48 430	49 601	50 767	51 936	53 100	54 271	55 439	56 606	57 775	58 936	60 107	61 274	62 446	63 609	64 779
FS-2	42 668	43 649	44 683	45 713	46 745	47 777	48 761	49 840	50 871	51 904	52 914	53 965			
FS-1	37 979	38 816	39 652	40 486	41 321	42 160	42 994	43 881	44 790	45 695					

UNITED
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Secretariat

ST/IC/1997/8
14 January 1997

ORIGINAL: ENGLISH

INFORMATION CIRCULAR

To: All members of delegations, staff and others working at United Nations Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: SECURITY ADVISORY RELATING TO LETTER AND PACKAGE BOMBS

1. As you are already aware, four letter bombs were recovered within the Headquarters premises in the past two days. These devices were defused by the New York Police Department bomb squad. For the foreseeable future, additional security measures have been implemented at Headquarters to identify and neutralize any future threats from such devices. While these security measures are comprehensive, the most effective security for all remains personal vigilance and caution.

2. Staff handling bulk mail on a routine basis and others concerned have already received additional training. A security advisory on letter and package bomb indicators is contained in the annex to the present circular and should be read closely by all concerned. This advisory should also be displayed in all office areas. The key message is to carefully scrutinize all mail, looking for any unusual aspects, using the indicators in the attached security advisory as guidelines. In case of any uncertainty about mail received at the Headquarters premises, please leave the item, ask everyone in the immediate vicinity to leave, and contact security on extension 3-6666.

3. We will keep you informed of any changes in this situation.

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Annex

SECURITY ADVISORY ON
Letter and Package Bomb Indicators

Indicators:

(1) Sender Unknown

(2) Unusual Endorsements/Restrictive markings such as: Confidential, Personal, etc.

(3) Foreign mail, Air mail and Special Delivery

(4) Excessive Postage

(5) Misspelling of common words

(6) Incorrect titles or names

(7) Distorted handwriting or poorly typed address

(8) Rigid or bulky package or envelope

(9) Strange odor/odd noise

(10) Titles without names

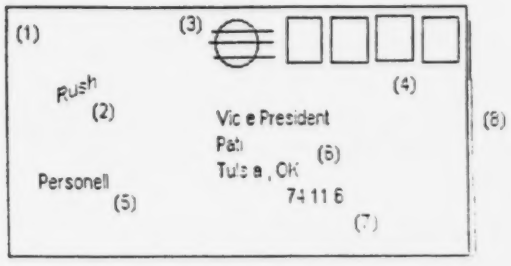
(11) Visual distractions

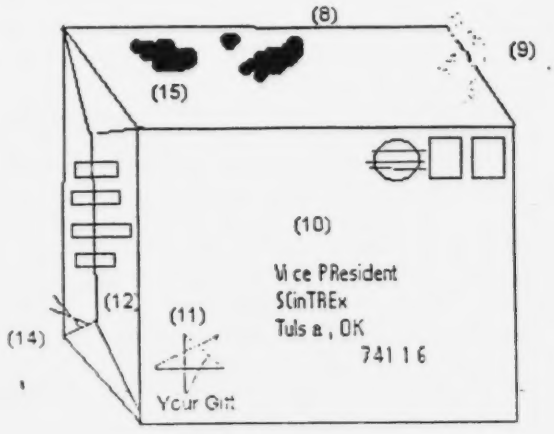
(12) Excessive securing material such as: masking tape, string, etc.

(13) Excessive weight

(14) Protruding wires

(15) Oily stains





Precautions:

(1) Never accept mail, especially packages, at your home in a foreign area.
(2) Make sure family members and clerical staff know to refuse all unexpected mail at home or office.
(3) Remember - **IT MAY BE A BOMB** - Treat It as Suspect

When a suspicious item is found:

(1) Isolate item
(2) Inform authorities
(3) Keep people away
(4) Open doors and windows
(5) Note circumstances of incident
(6) Avoid radio transmission
(7) Do not open
(8) Do not move or handle more than is absolutely necessary
(9) Do not place in water or confined space
(10) Do not smoke in vicinity

UNITED NATIONS

ST

Secretariat

ST/IC/1997/9
28 January 1997

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: FIRST DAY OF ISSUE: 1997 FLAG SERIES STAMPS, STATIONERY AND DEFINITIVE STAMPS

Flag Series

1. On Wednesday, 12 February 1997, the United Nations Postal Administration (UNPA) will issue the eleventh group of stamps in the Flag Series. The eight stamps in this group were adapted as stamps by Oliver Corwin (United States of America) and Robert Stein, a United Nations staff member. The concept and the sheet design for the Flag Series were developed by Ole Hamann (Denmark). As previously, the sheets of 16 stamps will accommodate four different flags, each in blocks of four. There will be two new sheets for this issue.

Definitive stamps

2. On 12 February 1997, UNPA will issue six new definitive stamps. The stamps, in denominations of $0.08, $0.55, SwF 0,10, SwF 1,10, S 5 and S 6, will be issued to meet current and make-up postage rates.

(United States equivalents - SwF 0,10: $0.08; SwF 1,10: $0.85; S 5: $0.46; and S 6: $0.56 - subject to exchange rate fluctuation.)

US$ 0.08

Photograph by
Lois Conner
(United Nations)

SwF 0,10

Photograph by
Unmesh
(United Nations)

S 5

Detail from
Hoo-o Raigi by
Sagenji Yoshida (Japan)

US$ 0.55

Photograph by
Unmesh
(United Nations)

SwF 1,10

Detail from fresco
by Massimo Campigli
(Italy)

S 6

Detail from
Hoo-o Raigi by
Sagenji Yoshida (Japan)

Stationery

3. UNPA will issue two new 32-cent pre-stamped envelopes on 12 February to meet revised postal rates. The envelopes each feature a mural titled "Cripticandina", by Alfredo La Placa (Bolivia). The mural was presented to the United Nations on 29 September 1995 by the Government of Bolivia. The mural was photographed for the envelopes by Andrea Brizzi (Italy).

General information

4. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets ONLY.

5. Members of delegations and the staff may obtain the new stamps, postal stationery and first-day covers on Wednesday, 12 February 1997, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.;

(c) The counter outside the cafeteria in the DC1 building from 9 a.m. to 4 p.m.

6. First-day-of-issue cancellations can be obtained at the following temporary United States Postal Service substations:

(a) The counter outside the United Nations Bookstore in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter along the west wall of the north end of the Secretariat North Lobby from 9 a.m. to 4 p.m.

7. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate unseen thousands of people to the activities and goals of the United Nations.

8. Information on United Nations stamps can be accessed on the Internet at the United Nations Web server (http://www.un.org) under the "Publications and Sales" icon.

UNITED NATIONS **ST**

Secretariat

ST/IC/1997/10
31 January 1997

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of December 1996 reflects a 2.93 per cent movement over the December 1995 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories will be adjusted upwards by 2.64 per cent, with effect from 1 January 1997.

3. The General Assembly, in section III of its resolution 51/216 of 18 December 1996, approved the common staff assessment scale for determining the pensionable remuneration of all categories of staff, effective 1 January 1997, as recommended by the International Civil Service Commission (ICSC) in its twenty-second annual report. The application of the revised rates of staff assessment yields lower amounts than the corresponding gross pensionable remuneration effective 1 January 1996. In line with the modalities approved by the General Assembly with respect to the implementation of the revised rates of staff assessment, at those levels and steps where the revised gross pensionable remuneration is lower than those under the previous salary scale effective

* Personnel Manual index No. 3123.

1 January 1996, the latter gross pensionable remuneration will be retained for purposes of computing pension contributions and benefits for staff members on board prior to 1 January 1997. This transitional measure shall remain in effect until the retained gross pensionable remuneration levels are overtaken as a result of subsequent adjustments to the salary scales.

4. Pursuant to the procedure approved by ICSC at its fifteenth session, which is described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories at Headquarters is hereby revised from $1,188 to $1,200 net per year, effective 1 January 1997. The latter amount represents 3 per cent of the mid-point of the lowest and highest New York salary scales, i.e. G-1, step I and S-7, step IX.

5. The amount of other allowances, i.e. dependent spouse allowance, allowance for the first dependent child of a single, widowed or divorced staff member and secondary dependant and language allowances remain unchanged.

6. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be effective 1 January 1997, and will be reflected in the end of February 1997 payroll.

Annex

Salary scales for staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters

A.1. Salary scale for staff in the General Service category at Headquarters

United States dollars

Effective 1 January 1997

Level		STEP I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	(Gross)	48 937	50 421	51 885	53 355	54 833	56 288	57 809	59 317	60 826	62 335	63 843*
	(Gross pension)	48 579	49 969	51 358	52 747	54 137	55 527	56 916	58 305	59 695	61 084	62 473*
	(Total net)	38 228	39 681	41 138	42 593	44 048	45 503	46 958	48 413	49 868	51 323	52 778*
	(Net pension)	38 228	39 681	41 138	42 593	44 048	45 503	46 958	48 413	49 868	51 323	52 778*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-6	(Gross)	44 059	45 819	47 611	49 386	51 162	52 918	54 714	56 489	58 265	60 041	61 948*
	(Gross pension)	41 372	43 079	44 785	46 491	48 198	49 904	51 611	53 317	55 024	56 730	58 437*
	(Total net)	34 604	35 918	37 232	38 546	39 860	41 174	42 488	43 802	45 116	46 430	47 744*
	(Net pension)	34 604	35 918	37 232	38 546	39 860	41 174	42 488	43 802	45 116	46 430	47 744*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-5	(Gross)	39 616	41 208	42 816	44 424	46 013	47 641	49 249	50 857	52 465	54 073	55 681*
	(Gross pension)	39 086	40 632	42 177	43 723	45 268	46 814	48 359	49 904	51 450	52 995	54 541*
	(Total net)	31 304	32 494	33 684	34 874	36 064	37 254	38 444	39 634	40 824	42 014	43 204*
	(Net pension)	31 304	32 494	33 684	34 874	36 064	37 254	38 444	39 634	40 824	42 014	43 204*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-4	(Gross)	35 760	37 157	38 555	39 952	41 404	42 858	44 312	45 766	47 220	48 674	50 128*
	(Gross pension)	35 230	36 628	38 025	39 423	40 820	42 217	43 615	45 012	46 410	47 807	49 204*
	(Total net)	28 335	29 411	30 487	31 563	32 639	33 715	34 791	35 867	36 943	38 019	39 095*
	(Net pension)	28 335	29 411	30 487	31 563	32 639	33 715	34 791	35 867	36 943	38 019	39 095*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-3	(Gross)	32 257	33 526	34 795	36 064	37 332	38 601	39 870	41 185	42 505	43 826	45 146*
	(Gross pension)	31 728	32 997	34 266	35 534	36 803	38 072	39 341	40 610	41 879	43 147	44 416*
	(Total net)	25 638	26 615	27 592	28 569	29 546	30 523	31 500	32 477	33 454	34 431	35 408*
	(Net pension)	25 638	26 615	27 592	28 569	29 546	30 523	31 500	32 477	33 454	34 431	35 408*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-2	(Gross)	29 095	30 242	31 388	32 535	33 682	34 829	35 975	37 122	38 269	39 416*	
	(Gross pension)	28 646	29 736	30 859	32 006	33 153	34 299	35 446	36 593	37 740	38 886*	
	(Total net)	23 203	24 086	24 969	25 852	26 735	27 618	28 501	29 384	30 267	31 150*	
	(Net pension)	23 203	24 086	24 969	25 852	26 735	27 618	28 501	29 384	30 267	31 150*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
G-1	(Gross)	26 238	27 274	28 310	29 347	30 383	31 419	32 456	33 492	34 529*		
	(Gross pension)	25 930	26 915	27 900	28 885	29 870	30 890	31 927	32 963	33 999*		
	(Total net)	21 003	21 801	22 599	23 397	24 195	24 993	25 791	26 589	27 387*		
	(Net pension)	21 003	21 801	22 599	23 397	24 195	24 993	25 791	26 589	27 387*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

DEPENDENCY ALLOWANCES (US$ net per annum):

Child	1 200
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE (to be included in pensionable remuneration):

First language	1 380 net per annum.
Second language	690 net per annum.

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A.2. General Service category: schedule of gross pensionable remuneration applicable to staff members on board prior to 1 January 1997

	STEPS										
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	48 137	50 043	51 959	53 876	55 793	57 709	59 631	61 560	63 490	65 420	67 350*
G-6	43 405	45 122	46 840	48 558	50 280	52 009	53 739	55 468	57 197	58 926	60 668*
G-5	39 094	40 642	42 198	43 755	45 311	46 868	48 424	49 983	51 550	53 116	54 684*
G-4	35 243	36 639	38 036	39 433	40 832	42 238	43 644	45 051	46 457	47 863	49 269*
G-3	31 732	33 002	34 271	35 540	36 810	38 079	39 348	40 620	41 899	43 176	44 534*
G-2	-	29 740	30 871	32 015	33 161	34 307	35 453	36 599	37 745	38 891*	
G-1	-	-	-	-	29 874	30 897	31 933	32 969	34 006*		

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries than those in effect as of 1 January 1996. Therefore, the above gross pensionable salaries are retained for purposes of computing pension contributions and benefits for staff on board prior to 1 January 1997.

* Long-service step.

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B.1. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 January 1997

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	59 019	61 067	63 186	65 304	67 423	69 542	71 661
	(Gross pension)	57 749	59 647	61 593	63 569	65 545	67 520	69 496
	(Total net)	45 674	47 136	48 598	50 060	51 522	52 984	54 446
	(Net pension)	45 674	47 136	48 598	50 060	51 522	52 984	54 446
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	55 464	57 324	59 185	61 122	63 117	65 113	67 109
	(Gross pension)	54 332	56 120	57 908	59 697	61 530	63 391	65 252
	(Total net)	43 043	44 420	45 797	47 174	48 551	49 928	51 305
	(Net pension)	43 043	44 420	45 797	47 174	48 551	49 928	51 305
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	51 903	53 650	55 397	57 145	58 892	60 686	62 559
	(Gross pension)	50 910	52 589	54 268	55 947	57 627	59 306	61 010
	(Total net)	40 408	41 701	42 994	44 287	45 580	46 873	48 166
	(Net pension)	40 408	41 701	42 994	44 287	45 580	46 873	48 166
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	48 347	49 981	51 615	53 249	54 882	56 516	58 150
	(Gross pension)	47 493	49 063	50 633	52 203	53 773	55 343	56 914
	(Total net)	37 777	38 986	40 195	41 404	42 613	43 822	45 031
	(Net pension)	37 777	38 986	40 195	41 404	42 613	43 822	45 031
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	44 796	46 316	47 836	49 357	50 877	52 397	53 918
	(Gross pension)	44 080	45 541	47 002	48 463	49 924	51 385	52 846
	(Total net)	35 149	36 274	37 399	38 524	39 649	40 774	41 899
	(Net pension)	35 149	36 274	37 399	38 524	39 649	40 774	41 899
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	41 242	42 649	44 055	45 462	46 869	48 276	49 682
	(Gross pension)	40 664	42 016	43 368	44 720	46 072	47 424	48 776
	(Total net)	32 519	33 560	34 601	35 642	36 683	37 724	38 765
	(Net pension)	32 519	33 560	34 601	35 642	36 683	37 724	38 765
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	37 783	39 025	40 277	41 569	42 861	44 153	45 445
	(Gross pension)	37 254	38 495	39 737	40 979	42 220	43 462	44 703
	(Total net)	29 893	30 849	31 805	32 761	33 717	34 673	35 629
	(Net pension)	29 893	30 849	31 805	32 761	33 717	34 673	35 629
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	34 356	35 487	36 618	37 749	38 881	40 012	41 189
	(Gross pension)	33 827	34 958	36 089	37 220	38 351	39 482	40 614
	(Total net)	27 254	28 125	28 996	29 867	30 738	31 609	32 480
	(Net pension)	27 254	28 125	28 996	29 867	30 738	31 609	32 480
	(NPC)	0	0	0	0	0	0	0

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

DEPENDENCY ALLOWANCES (US$ net per annum):

Child	1 200
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE (to be included in pensionable remuneration):

First language	1 380 net per annum.
Second language	690 net per annum.

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B.2. Trades and Crafts category: schedule of gross pensionable remuneration applicable to staff members on board prior to 1 January 1997

	STEPS						
Level	I	II	III	IV	V	VI	VII*
TC-8	57 934	59 866	61 804	63 742	65 680	67 618	69 556
TC-7	54 469	56 283	58 096	59 917	61 743	63 569	65 396
TC-6	51 000	52 704	54 406	56 109	57 812	59 519	61 234
TC-5	47 550	49 132	50 720	52 312	53 904	55 496	57 088
TC-4	44 115	45 585	47 057	48 528	50 002	51 482	52 962
TC-3	40 677	42 037	43 398	44 759	46 119	47 480	48 841
TC-2	37 261	38 502	39 745	40 992	42 242	43 491	44 742
TC-1	33 830	34 963	36 095	37 228	38 361	39 492	40 627

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries than those in effect as of 1 January 1996. Therefore, the above gross pensionable salaries should be retained for purposes of computing pension benefits and contributions for staff on board prior to 1 January 1997.

* Long-service step.

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C.1. Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 January 1997

Level		STEPS I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	43 105	45 265	47 424	49 584	51 743
	(Gross pension)	42 455	44 530	46 606	48 681	50 756
	(Total net)	33 898	35 496	37 094	38 692	40 290
	(Net pension)	33 898	35 496	37 094	38 692	40 290
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	37 968	39 568	41 215	42 880	44 545
	(Gross pension)	37 438	39 038	40 638	42 238	43 838
	(Total net)	30 035	31 267	32 499	33 731	34 963
	(Net pension)	30 035	31 267	32 499	33 731	34 963
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	34 909	36 371			
	(Gross pension)	34 380	35 842			
	(Total net)	27 680	28 806			
	(Net pension)	27 608	28 806			
	(NPC)	0	0			

[a] Includes [illegible]ng Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

Public Information Assistant I 6 months
Public Information Assistant II 12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

DEPENDENCY ALLOWANCES (in US$ net per annum):

Child	1 200
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE: not entitled.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

C.2. Public Information Assistant/Tour Coordinator/Supervisor category: schedule of gross pensionable remuneration applicable to staff on board prior to 1 January 1997

	STEPS				
Level	I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant[a]	42 479	44 569	46 659	48 749	50 847
Public Information Assistant II and Tour Coordinator	37 449	39 048	40 650	42 259	43 869
Public Information Assistant I	34 387	35 848			

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries than those in effect as of 1 January 1996. Therefore, the above gross pensionable salaries should be retained for purposes of computing pension benefits and contributions for staff on board prior to 1 January 1997.

[a] Includes Briefing Assistant as at 1 September 1991.

D.1. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 January 1997

Level		STEPS											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
LT	(Gross)	50 430	52 153	53 876	55 599	57 322	59 045	60 826	62 671	64 519	66 367	68 214	70 062
	(Gross pension)	49 494	51 150	52 806	54 462	56 117	57 773	59 429	61 114	62 837	64 560	66 283	68 006
	(Total net)	39 318	40 593	41 868	43 143	44 418	45 693	46 968	48 243	49 518	50 793	52 068	53 343
	(Net pension)	39 318	40 593	41 868	43 143	44 418	45 693	46 968	48 243	49 518	50 793	52 068	53 343
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: Salary increments shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave without pay.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

DEPENDENCY ALLOWANCES (US$ net per annum):

Child	1 200
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE: not entitled.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

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B.2. Language Teacher category: schedule of gross pensionable remuneration applicable to staff on board prior to 1 January 1997

	STEPS											
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
LT	49 571	51 248	52 926	54 605	56 283	57 961	59 643	61 332	63 022	64 711	66 401	68 090

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries than those in effect as of 1 January 1996. Therefore, the above gross pensionable salaries should be retained for purposes of computing pension benefits and contributions for staff on board prior to 1 January 1997.

* Long-service step.

UNITED
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Secretariat

ST/IC/1997/11
4 February 1997

INFORMATION CIRCULAR

To: Members of the staff

From: Assistant Secretary-General for Conference and Support Services

Subject: ELECTRONIC MAIL - DIRECTORY MAINTENANCE AND AUTOMATIC MESSAGE DELETION

1. As the number of cc:Mail users has grown, up-to-date maintenance of the cc:Mail directory has become more important. The present circular establishes a new policy for deletion of inactive cc:Mail accounts from the system in order to keep the directory current and more accurate. It also redefines the policy of automatic deletion of old messages.

Deletion of inactive users

2. Effective immediately, cc:Mail accounts that have not been active for more than 90 days will automatically be deleted from the cc:Mail system. There will be no prior notification of the deletion. This policy will be applicable to all cc:Mail accounts at United Nations Headquarters. Those users who wish to save existing messages before taking extended leave or mission assignment are advised to do so by saving them as archive files or text files, as described in paragraph 7.

3. Staff returning from a long absence will need to reinstate their cc:Mail accounts if they have been deleted. This can be achieved by submitting to the Information Technology Services Division, Users Services Section, in room S-1950, a request for service form available from the Help Desk at extension 3-3157 or in the staff member's executive office. Before submitting this form, the staff member should ensure that their Banyan LAN account has been reactivated by contacting their LAN administrator.

4. When staff leave the Organization permanently, their executive office should request the Information Technology Services Division, by submitting a request for service form, to delete the staff member's cc:Mail account.

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Correcting invalid names in the directory

5. In certain cases, there are wrong names or duplicated entries in the cc:Mail directory for the same user with slightly different spelling. Since cc:Mail is collecting all user names from the Banyan LAN directories, this would happen if wrong names were registered in the departmental Banyan LAN servers. Since the system cannot detect these errors, the affected user should report the incident to the Help Desk for correction by submitting a request for service form.

Deletion of old messages

6. The new policy contained in the present circular supersedes the rules relating to message deletion set out in information circular ST/IC/1994/28 of 20 June 1994, entitled, "Electronic mail - automatic message deletion". The rules regarding automated message deletion from cc:Mail are now as follows:

(a) Messages that have been read and are in the Inbox, and any messages in the Trash folder and in the Message Log folder, will automatically be deleted after 30 days. To save a read message for more than 30 days, it must be placed in a folder or archived (see para. 7).

(b) Messages in all other folders will automatically be deleted after 90 days. To save a message in the folder for more than 90 days, it must be archived (see para. 7);

(c) Unread messages in the Inbox will automatically be deleted after 90 days. Moreover, as stated in paragraph 2 above, the mailbox will be deleted for the user who has not accessed cc:Mail for more than 90 days.

7. There is a mechanism called "archiving" in cc:Mail for saving messages on the hard drive or diskette of a personal computer. A cc:Mail archive is a file on a local disk where users can store selected messages and can access them as any regular folder in cc:Mail. Instructions on how to archive messages may be reviewed in cc:Mail bulletin board titled "cc:Mail" and by selecting the document titled "Archiving Messages". The present circular will also appear under the same bulletin board.

8. For further information or inquiries, to make changes or for other problems, call the Help Desk at extension 3-3157.

UNITED
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Secretariat

ST/IC/1997/12
5 February 1997

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: DECISION TAKEN BY THE GENERAL ASSEMBLY ON HUMAN RESOURCES MANAGEMENT ISSUES

1. At its 89th plenary meeting, on 18 December 1996, the General Assembly decided to defer consideration of the item entitled "Human resources management" to the first part of its resumed fifty-first session. Pending that consideration, and on an interim basis, the General Assembly requested the Secretary-General:

(a) To review the need for the general recruitment freeze and to oversee and monitor all recruitments, appointments, placements and promotions through the Office of Human Resources Management of the Secretariat, taking into account the need to recruit from unrepresented and under-represented Member States and to achieve gender balance;

(b) Not to expand arrangements that exist with regard to delegation of authority in recruitment, appointment, placement and promotion matters;

(c) To limit short-term appointments against regular budget posts to temporary replacements in case of mission service and leave;

(d) To limit exceptions from regular rules and procedures to the recruitment, appointment, placement and promotion of Under-Secretaries-General, Assistant Secretaries-General, Special Envoys at all levels and staff of the Executive Office of the Secretary-General;

(e) To continue not to convert fixed-term contracts into permanent contracts until the General Assembly has taken action on the relevant report;

(f) To report on all recruitment, appointment, placement and promotion activities after 1 November 1996 to the General Assembly at the first part of its resumed fifty-first session.

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2. The Office of Human Resources Management has taken and will continue to take action within its authority to ensure that the interim requests of the General Assembly are satisfied.

3. The particular attention of heads of departments and offices is drawn to paragraph 1 (c) above, which requires that short-term appointments against regular budget posts be limited to temporary replacements in case of mission service and leave. The deliberations of the Fifth Committee indicate that the purpose of the request was to preclude recruitment and placement of staff on any type of appointment of less than one year against regular budget posts without review by the appointment and promotion bodies. Accordingly, and in order to comply with this request, the Office of Human Resources Management will take the following measures:

(a) No recruitment for periods of less than 12 months will be authorized against regular budget posts, except in cases of temporary replacement of staff on mission detail, or on long-term leave, including special leave for purposes of loan or secondment to another office or organization. When recruitment against a regular budget post is authorized under the preceding exception, the letter of appointment issued to the staff member will include a special condition indicating that the appointment is limited to replacement of another staff member who is temporarily absent;

(b) Staff now serving on a fixed-term appointment of less than one year who are placed against a regular budget post may be extended, provided the total period of continuous service is less than one year. No fresh appointment will be granted after a break in service;

(c) Staff now serving on any type of appointment of less than one year who are not placed against a regular budget post are not to be so placed unless they have been selected for such a post through regular recruitment procedures, including circulation of a vacancy announcement.

4. To the extent that heads of departments and offices have delegated authority to appoint staff in the General Service and related categories, and to appoint staff for a total period of less than one year in the Professional category and at the Principal Officer (D-1) level, they are expected to apply the same measures as those introduced above by the Office of Human Resources Management in order to implement the interim decision of the General Assembly. They are reminded that they are accountable to the Secretary-General in the discharge of their delegated authority, and that, as requested by the General Assembly in its interim decision, a full report will be made to the General Assembly on all recruitment, appointment, placement and promotion activities after 1 November 1996.

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Secretariat

ST/IC/1997/13
18 February 1997

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: NEW REQUIREMENTS BY THE HOST COUNTRY FOR PERSONAL EMPLOYEES ON A G-5 VISA*

1. The purpose of this circular is to inform staff members serving at Headquarters of a note verbale from the United States Mission to the United Nations, dated 20 December 1996, advising the Secretariat of new requirements for the obtention of G-5 visas. The new requirements are effective 1 January 1997. The contents of the note verbale are set out in full in the annex to this circular.

2. The attention of the staff who have personal employees on a G-5 visa is drawn in particular to the following points:

(a) The new requirements apply to those G-5 visa applicants who have remained in the United States beyond the expiration of a period of authorized stay;

(b) Personal employees on G-5 visas who have overstayed the authorized period will not be eligible to be readmitted into the United States without first having obtained a new G-5 visa in their country of nationality;

(c) A limited number of exceptions have been made to the requirement that the G-5 visa should be obtained in the country of nationality, in particular:

(i) If a request for change of status to G-5 was filed on behalf of an employee prior to the expiration of a period of authorized stay, but not approved by the Immigration and Naturalization Service until after the period has expired, the employee ordinarily will not be required to apply in his or her country of nationality;

* Personnel Manual index No. 13022.

(ii) A G-5 visa applicant who has a current residence in a country other than that of his or her nationality or the United States will have the option to apply for his or her visa in that country;

(iii) G-5 visa applicants from a country where the United States currently does not have a visa issuing post may apply in certain countries designated by the Department of State as required to accept visa applications from nationals of the non-visa-issuing country.

3. Staff members having personal employees on G-5 visas are advised to study carefully the provisions of the annexed note verbale.

Annex

NOTE VERBALE DATED 20 DECEMBER 1996 FROM THE UNITED STATES MISSION TO THE UNITED NATIONS ADDRESSED TO PERMANENT MISSIONS, OBSERVER MISSIONS AND OFFICES AND THE SECRETARIAT

The United States Mission to the United Nations has the honour to refer to a recent amendment in the immigration laws of the United States which will affect the venue of visa application for certain G-5 visa applicants.

Effective 1 January 1997, persons seeking to be admitted as personal employees in the G-5 visa category who have overstayed a period of authorized non-immigrant stay in the United States will be subject to the visa issuance provisions of section 222(g) of the Immigration and Nationality Act, as amended on 30 September 1996. The visa on which they entered the United States and subsequently overstayed will be invalid and, except in the case of "extraordinary circumstances" as described below, they will not be eligible to be readmitted into the United States without first having obtained a visa in their country of nationality. This rule will apply to applications for G-5 visas, as well as for most other categories of non-immigrant visas. Once a visa has been issued in the country of nationality, it may be used by the holder for application for admission during the period of its validity and for the number of entries authorized.

The United States Mission wishes to inform the Permanent Missions, Observer Missions and Offices and the Secretariat of the United Nations that the requirement that those who have overstayed their visas apply for new visas in their country of nationality will not apply to requests for G-1, G-2, G-3 or G-4 visas. Rather, subject to all other existing laws, regulations or procedures, persons seeking such visas may apply at any United States Embassy or Consulate that issues non-immigrant visas.

Applicants for G-5 visas who are subject to section 222(g) as from 1 January 1997 may fall within a limited number of exceptions already made by the Department of State to the section 222(g) requirement. For example, if a request for change of status to G-5 was filed on behalf of an employee prior to the expiration of a period of authorized stay, but not approved by the Immigration and Naturalization Service until after the period had expired, the employee ordinarily will not be required to apply in his or her country of nationality. Further, a visa applicant subject to section 222(g) who has a current residence in a third country will have the option to apply for his or her visa in that country. In addition, applicants from countries where there currently exists no visa issuing post may apply in certain countries designated by the Department of State as required to accept visa applications from nationals of the non-visa-issuing country.

A G-5 visa applicant who wishes to seek an exception to section 222(g) based on extraordinary circumstances should do so at a United States Embassy or Consulate abroad. Circumstances which may qualify as "extraordinary" in nature ordinarily will be those relating primarily to severe hardship caused by the applicant's medical condition or other humanitarian concerns.

The provisions described above apply only to those G-5 visa applicants who have remained in the United States beyond the expiration of a period of authorized stay and who are therefore subject to section 222(g). Other G-5 visa applicants should continue to apply for visas in the normal manner.